

**Memorandum of the Meeting
Regular Study Session/Meeting
Twenty-Seventh Town Council of Highland
Monday, March 16, 2015**

The regular study session of the Twenty-Seventh Town Council of the Town of Highland was convened at the regular place, the Highland Municipal, 3333 Ridge Road, Highland, Indiana, in the plenary meeting chambers on **Monday, March 16, 2015** at the time of 7:00 o'clock p.m.

Silent Roll Call: Councilors Bernie Zemen, Mark A. Herak, Dan Vassar, Steve Wagner and Konnie Kuiper were present. A quorum was attained. The Clerk-Treasurer Michael W. Griffin was present to memorialize the proceedings.

Also present: Peter Hojnicki, Metropolitan Police Chief; Brandon Wolak, President and Erica Wolak of the Community Events Commission; Susan Murovic and Steve Mileusnich of the Advisory Board of Zoning Appeals; Randy Bowman, Assistant Inspector for Electric; Alex M. Brown, CPRP, Parks and Recreation Superintendent; Kenneth Mika, Building Commissioner; John M. Bach, Public Works Director; and Ed Dabrowski, IT Consultant (Contractor) were also present.

Additional Present: Mitch Ripley, J.D., H.R. Unlimited, Inc.; Dan Grimmer, Grimmer Construction, Inc., were also present.

General Substance of Matters Discussed

1. *Discussion with Police Chief and the President of the Community Events Commission regarding the annual Independence Day Parade in light of the Kennedy Avenue Water Main Improvement Project.* The Police Chief, the Public Works Director, and the Parks and Recreation Superintendent shared suggested alternative routes for the annual Independence Day Parade that were discussed during the Staff Meeting earlier in the day. It was noted that the discussion of alternative routes were raised owing to the concern about trying to use the usual, standing route on Kennedy Avenue between 45th Avenue and Highway Avenue as that same section is slated to be affected by construction of a replacement and improvement of water main, undertaken by the Board of Waterworks Directors.

In the course of the discussion, alternative routes included:

- Conducting staging at the Orchard Park School, proceed to Highway Avenue and then move west to Main Square.
- Conducting staging at Lincoln Community Center, proceeding east on Lincoln Street, north on Kennedy Avenue then East on Highway to Main Square.

The discussion included a variation on staging to be conducted at Orchard School but to use Ridge Road rather than Highway Avenue.

The discussion also examined the possibility of staging on north Kennedy Avenue in the parking lot adjoining Plaza Bowling Lanes. As had been the consensus in a previous study session, this route was rejected owing to complications in traffic management.

Dan Grimmer of Grimmer Construction was present as his company had successfully earned the bid for the Kennedy Avenue Water Main Improvement Project. In the course of a colloquy between and among the Town Council, the Public Works Director and Mr. Grimmer described the two phases of the Kennedy Avenue Project and reiterated that his contract required that upon notice to proceed, he had 210 days to complete the project. Mr. Grimmer indicated that he could change the sequence of his planned work

to accommodate the alternative route from Lincoln Community Center to Kennedy Avenue to Highway. The colloquy explored the detail of the disruption likely to come from the project, and whether there would sufficient surfaces to walk able support the traditional route.

The Community Events President and Ms. Wolak, who was responsible for the parade administration, expressed her belief that the alternative route from Orchard Park and the alternative from Lincoln Community Center could be workable if chosen.

While reservations were expressed at using any portion of Kennedy Avenue while it was a construction zone, some on the Council suggested that perhaps the standing route could be maintained, with Grimmer Construction modestly changing its work sequence by post-posting the second half of the Water Improvement Project until after July 5.

When some on the Council suggested that based upon the foregoing, there would be no need to change the traditional route, there was no expressed disinclination.

2. *Discussion with Public Works Director regarding the pedestrian countdown timers for crosswalks.* The Town Council discussed the Public Works Director's fact-finding regarding the cost and acquisition of countdown timers for pedestrian crosswalks. The Public Works Director suggested prioritizing certain intersections owing to possible limitations in financial resources. He suggested that if the timers were installed at LaPorte and Kennedy, Grand Boulevard and Kennedy Avenue, and Highway Avenue and Kennedy, the estimated cost was \$11,000. He further stated that to install at all crossings in town would cost \$40,000.

The Town Council and the Public Works Director discussed the merits of acquiring the devises. There was concern about sources of finance. The Clerk-Treasurer reminded that there was the Capital Improvement Plan for the Economic Development Income Tax Fund resources as adopted by the municipal executive, which included \$280,213 for resurfacing and reconstruction or debt service related to the same purpose. This could be repurposed to support the crosswalk timers. There was no further discussion.

3. *Discussion of the Community Development Block Grant allocation for the Town of Highland as a participating community in the Lake County Urban County Program.* The Town Council and the Public Works Director discussed the permissible uses of the funds under the Federal guidelines. He noted that the amount of the allocation for FY 2015 is \$102,130. The possible qualifying projects discussed included furthering the ADA Plan compliance. The Public Works Director indicated that he would prepare a proposed plan for the review of the Town Council and its consideration at the public hearing, which would be April 13.
4. *Discussion of Sidewalk Inspection Program.* The Town Council and the Public Works Director discussed the protocols and processes associated with the sidewalk maintenance and inspection program. It was noted that Section 8.10.080 of the Municipal Code provides that the funding for the repair of the adjoining sidewalks could be assessed to the adjoining property owner. The Public Works Director described to the Town Council the process of notifying residents of the need to render repair and the assessment process to follow. The Town Council consented to moving forward with the process.
5. *Discussion of Tree Stumps in Parkways.* The Town Council discussed tree stumps that were not removed from the parkways with the Building Commissioner. The Building

Commissioner discussed the enforcement under the provisions of the Property Maintenance Code, Section 12.25.340(J), which requires the removal of tree stumps when a tree is removed. (The Clerk-Treasurer notes that essentially the same language is also in place in Section 8.20.030 (F) of the Municipal Code.) It was noted that tree stumps in parkways were still an issue. No consensus emerged regarding marshaling resources for enforcement.

6. *Request for approval of agreement with Arsh Group to review and update the Zoning Code for a total professional services agreement fee of \$41,455.* The Building Commissioner discussed with the Town Council the search for a consultant to review and update of the Zoning Code, which had been suggested by the Town Council in 2014. The Building Commissioner the Plan Commission met with S.E.H. and the Arsh Group. The Plan Commission preferred the Arsh Group, for a proposed fee of \$41,455. This task was budgeted for 2015. It was noted that the Plan Commission could make this selection but owing to the Purchasing Code listing the purchasing agency for the Building and Inspection Department as the Town Council, the matter would need to come to the Town Council for action. The Plan Commission would be acting to make the recommendation. The matter would be scheduled on the agenda after the Plan Commission made its recommendation formally.
7. *Discussion of Public Works Director's request regarding alternative compensation in lieu of existing take-home vehicle, as taxable fringe benefit.* The Town Council discussed with the Public Works Director his proposal establishing an alternative salary for all the supervisors in the Public Works Department (Agency), all of whom are authorized a municipal take home vehicle. The proposal would be modeled on that now enjoyed by the Public Works Director, the Assistant Public Works Director and the Parks and Recreation Superintendent. For those positions and all the supervisors if approved, there would be a salary with a take home vehicle and an alternative salary, slightly increased, without a take-home vehicle.

The Public Works Director indicated that for those supervisors who elected to abjure the take home vehicle, they would have the salary slightly increased to compensate for the value of the vehicle. If called out, the supervisor in some cases would report directly to the worksite in a personal vehicle or the supervisor would drive to the Public Works Facility and pick up a municipal vehicle.

The discussion included concerns expressed by the Town Council regarding unfavorable public perceptions when municipal vehicles are seen in certain private settings, even though these may be permitted under the current policy governing take home vehicles.

The discussion included the expressed belief by some Councilors that all municipal vehicles should be clearly marked, for transparency. The discussion included a consideration of whether the current policy should be amended to prohibit all personal use except for commuting to and from work.

It was determined that the proposal required further consideration and deliberation. The matter would be revisited at another time.

8. *Proposed Additional appropriations Notices funds.* The Clerk-Treasurer discussed the request of the Redevelopment Department seeking \$25,471 additional spending authority in the Redevelopment General Fund to support part-time clerical assistance and utility costs associated with acquired properties purchased in furtherance of the Redevelopment Plan. Also requested was an additional appropriation in the Special Economic Development Fund in the amount of \$14,500 to pay the costs associated with

the Gateway Sign at Indianapolis Boulevard and 81st Street. There was no objection to allowing the matter to be scheduled for the March 23 agenda.

9. *Disposal of Personal Property by Internet.* The Metropolitan Police Chief discussed progress that the department had made seeking a web-based seller. He reported that the E-Bay Store on the 3800 block of Ridge Road, Highland, seemed to meet the statutory and State requirements necessary to permit its use for disposal of personal property and unclaimed personal property. It was noted that the seller commission was 50% of the sale proceeds. There was no objection announced by the Town Council. The Police Chief indicated that he would move forward.
10. *Discussion with President of HR Unlimited, Inc.* Mitch Ripley, President of HR Unlimited, discussed generally the types of consulting services he provides, including supervisory training. He further indicated that if there was interest by the Council in having him develop a professional services proposal, he could meet with groups of workers and develop a curriculum. The Town Council and Mr. Ripley discussed worker appraisals and the work he was currently performing for the town in updating the Compensation and Benefits Ordinance, commonly known as the municipal employees handbook. It was noted that he consults with some of the department heads on human resource management issues. The Council asked for Mr. Ripley to prepare a proposal for training services and return it for its review.

There being no further business necessary or desired to be discussed by the Town Council, the regular study session of the Town Council of **Monday, March 16, 2015**, was adjourned at 8:51 o'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer